



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION



PART A

1 Job Identification

Duration:

☐ Limited Duration

☐ Fixed Term

Title	Category	Grade	Duty Station
Facilities Manager	P	P3	Trinidad
First Level Supervision	Director, Corporate Services	Second Level Supervision	Executive Director, CARPHA
Signature: 	Date: 18/11/2024	Signature: 	Date: 18/11/2024

2 Objective/Overview of the Programme

The Facilities Manager is responsible for the effective management, maintenance, and improvement of CARPHA's physical infrastructure, assets, administration, and logistics. This includes oversight of all facilities operations, ensuring that the agency's premises are safe, sustainable, and in compliance with local regulations.

3 Organizational Context *(Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Responsible for coordinating the provision of facilities services to all areas of the Agency in order to enhance internal and external communication with stakeholders and improve workflow and operational efficiency. Assists the Director, Corporate Services to develop and implement administrative policies and procedures and monitor selected operational costs. Leads the Agency's Risk management process and maintains the Agency's Risk Register.

4 Summary of Responsibilities

1. Oversees the maintenance and repair of all CARPHA facilities, ensuring they meet health, safety, and environmental standards.
2. Develops and implements preventative maintenance programs to reduce downtime and enhance facility longevity
3. Manages building systems, including electrical, plumbing, and fire safety, ensuring they are in optimal working condition.
4. Monitors and analyses expenditure on general operations, and compiles data on selected operational costs, e.g., utilities and telecommunication
5. Assists the Financial Controller in implementing measures to reduce operation costs and assists in the implementation of appropriate measures to contain costs through the application of appropriate quality control initiatives, including the streamlining of processes.
6. Supervises the Facilities services staff, evaluates performance and recommends appropriate programmes for their development.
7. Coordinates with vendors and contractors for repairs, renovations, and regular maintenance services. Also oversees vendor performance, conducting periodic reviews and ensuring contracts comply with CARPHA's procurement policies.
8. Regularly assesses and updates safety protocols to address emerging risks and regulatory changes.
9. Manages the Agency's risk management, ensures the risk register is current and reports annually to the Executive Board.
10. Designs, implements, and maintains CARPHA's occupational health and safety management (OHS) system in accordance with regional and international OHS standards to ensure safety in various operational areas, including laboratories, administrative offices, etc.
11. Oversees office facilities and environments at regular intervals to ensure that they are properly maintained; organizes and participates in the inspection of CARPHA's plant and compound.
12. Ensures that CARPHA complies with local, regional, and international OHS regulations, including Occupational Safety and Health Administration (OSHA) standards.
13. Develops and implements corrective action plans for identified risks, ensuring compliance with relevant health and safety regulations.
14. Develops and implements emergency response plans, including fire safety, evacuation procedures, and disaster recovery protocols.
15. Develops and implements space allocation and facility layout plans based on agency needs and organizational growth while ensuring that all staff are adequately housed within the respective campuses. Also, takes the lead in office moves, renovations, or expansions to accommodate organizational changes.
16. Develops and manages energy-saving initiatives and ensures proper disposal of hazardous materials.
17. Prepares regular reports for senior management, providing insights into facilities operations, budget, and strategic recommendations.

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Description and Classification approval

Signature
Title


Ad Interim Executive Director - CARPHA

Date: November 18, 2024

PART B**KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job**

5	Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none"> 1. Practices the principles of effective leadership and communication for Operational Management and organizational development. 2. Demonstrates effective day-to-day operational leadership of a team. 3. Applies project management methods in the design, implement, and monitoring of projects and proposals 4. Develops human resources under their supervision through mentorship, knowledge transfer activities, performance-based management, and lifelong learning 5. Manages and coordinates mechanisms and partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health. 6. Understands business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness. 7. Demonstrates continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases and, and public health threats. 8. Demonstrates leadership and management of public health systems in alignment with transnational influences such as the 2030 Agenda for Sustainable Development, the International Health Regulations 2005, the Innovative Care for Chronic Conditions Framework, and the Astana Declaration of 2018. 9. Demonstrates ethical practice of public health.
	Communications for Public Health	<ol style="list-style-type: none"> 1. Manages, analyses and communicates health information to regional stakeholders. 2. Practices communicating epidemiological evidence, to the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events. 3. Demonstrates proficiency in effective communication with the local, regional and global media, including the use of social media networks.
	Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none"> 1. Proficiency in the generation of evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Proficiency in the development and application of quantitative and qualitative research methodologies. 3. Proficiency in the design and execution of health situation analysis of populations. 4. Proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Halon Method of prioritization. 5. Supports the design and implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats. 6. Proficiency in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making. 7. Proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. Proficiency in the conduct of impact-evaluation of population-level intervention and health service performance.
	Public Health Emergency Preparedness, Mitigation, and Response	<ol style="list-style-type: none"> 1. Participates as a responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Supports health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams. 3. Supports a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none"> 1. Proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Develops and adapts relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context. 3. Adapts best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Implements cultural competency approaches to the practice of public health in the Caribbean. 5. Understands whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. Proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.

PART B**KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job**

6	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Actively participates in the development of programmatic and organizational budgets. 2. Manages programmes within current and forecasted budget constraints. 3. Utilises proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 4. Participates in the mobilisation and channeling of funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health
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7 Technical Expertise (List and describe, in order of priority, the abilities required to perform the job).

- Ability to forecast and plan mitigation strategies against the risk register.
- Ability to effectively promote and articulate the Agency's role, function, programmes and initiatives in regional and international circles
- Ability to assess facility needs and develop cost-effective, long-term solutions.
- Proficiency with project management tools for scheduling, costing, tracking, etc.
- Very good knowledge of management principles and practices including planning and budgeting.
- Clear understanding of Occupational Safety and Health issues.
- Supervisory skills
- Excellent inter-personal and communication skills - oral and written.
- Excellent conflict management skills
- Excellent negotiation skills
- Ability to communicate effectively with all levels of staff
- Ability to work harmoniously in a team
- Ability to exercise good judgment and to anticipate consequences.
- Proactive and innovative.
- Ethical and honest.

8 Education (Qualifications)

Bachelor's degree in Engineering, Facilities Management, Administration, or a related field. Relevant certifications (e.g., Certified Facility Manager, OSHA certification) are an asset.

9 Experience

- At least ten (10) years of experience in facilities management including supervision of preventative maintenance activities. Experience in Risk Assessment and Analysis a definite asset.
- Familiarity with regional health and safety regulations within the Caribbean and relevant international standards.
- Excellent project management skills, with the ability to handle multiple projects simultaneously.
- Strong interpersonal and communication skills, with the ability to work collaboratively across departments.
- Strong knowledge of facility operations, maintenance procedures, and environmental health and safety regulations.
- Experience in the implementation of Enterprise Resource Planning (ERP).
- In-depth knowledge of the principles of Strategic Planning, Results Based Management (RBM), Monitoring and Evaluation (M&E), and Enterprise Risk Management (ERM).

10 Languages

Excellent knowledge of English. Knowledge of another language of CARPHA's Member States (CMS) is an asset.

11 IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint Outlook, and Microsoft Project.

Demonstrated ability to use electronic applications for document sharing, data analyses and report generation.

Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Microsoft Teams, Webex, GoTo Meetings etc.

SUMMARY OF RESPONSIBILITIES (Cont'd)

1. Administers the insurance portfolios for the buildings and vehicle fleet.
2. Supervises the storage, retrieval and disposal of records.
3. Authorizes orders for local purchases of maintenance supplies and liaises with the Procurement Manager to source and purchase supplies and equipment overseas.
4. Participates as a member of the Departmental Management Team.
5. Performs other related duties as assigned.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post.